

# PeopleSoft Printing the Employee Deduction Report

January 22, 2004



Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Employee Deduction Report**

## REQUESTING AN EMPLOYEE DEDUCTION REPORT

Use the following navigation to 'Employee Deduction Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft web interface for the 'Employee Deduction Report'. The page has a blue header with the PeopleSoft logo and navigation links: Home, Worklist, Help, and Sign Out. Below the header is a breadcrumb trail: Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Employee Deduction Report. The main content area is titled 'Employee Deduction Report' and contains a section 'Find an Existing Value'. This section has a text input field for 'Run Control ID:', a checkbox for 'Spacer Image', and two buttons: 'Search' and 'Advanced Search'. Below these is a link 'Add a New Value'. An arrow points from the 'Add a New Value' link to the 'Run Control ID' field.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the Pay Period End Date you wish to print. There is also the option of printing the Employee Deduction Report for all departments within your business unit (click the button 'Run for all Depts within Business Unit') or printing this report for a specific department. This report can be run for current or prior months. Then Click 'Run'.

**NOTE:** The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.

**PEOPLE Soft**

Home Worklist Help Sign Out

Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Employee Deduction Report [New Window](#)

Employee Deduction Report

Run Control ID: 031761 [Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit: 11000

Department: %

For Pay Period Ending: 11/30/2003

☒ Run for all Depts within Business Unit

Optional for departments

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report and the \*Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

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Home Worklist Help Sign Out

Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Employee Deduction Report [New Window](#)

**Process Scheduler Request**

User ID: Iberger Run Control ID: 1

Server Name: PSNT  Run Date: 10/15/2003

Recurrence:  Run Time: 3:15:51PM

Time Zone:  [Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Employee Deduction Report	NDSPR207	Crystal	Web	PDF

[OK](#) [Cancel](#)

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Employee Deduction Report [New Window](#)

Employee Deduction Report

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 10090

Company: ND

Business Unit: 11000

Department: %

For Pay Period Ending: 09/30/2003

☒ Run for all Depts within Business Unit

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#)

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List [Server List](#)

View Process Request for

User: Iberger Type: Last: 1 Days [Refresh](#)

Server: Run Status: Instance: to

☐ View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
10090	Crystal	NDSPR207	Iberger	10/15/2003 3:15:51PM CDT	Success	<a href="#">Details</a>
10089	Crystal	NDSPR201	Iberger	10/15/2003 2:58:35PM CDT	Success	<a href="#">Details</a>
10064	SQR Report	PAY011	Iberger	10/14/2003 5:28:28PM CDT	Success	<a href="#">Details</a>
10063	SQR Report	PAY011	Iberger	10/14/2003 5:27:17PM CDT	Success	<a href="#">Details</a>
10061	SQR Report	PAY011	Iberger	10/14/2003 5:25:01PM CDT	Success	<a href="#">Details</a>
10060	COBOL SQL	PSPPYRUN	Iberger	10/14/2003 5:24:44PM CDT	Success	<a href="#">Details</a>
10059	COBOL SQL	PSPPYRUN	Iberger	10/14/2003 5:22:25PM CDT	Success	<a href="#">Details</a>
10058	COBOL SQL	PSPPYRUN	Iberger	10/14/2003 5:08:47PM CDT	Success	<a href="#">Details</a>

[Go back to Employee Deduction Report](#)

[Save](#)

Process List | [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

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Home Worklist Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

**Process Detail**

**Process**

Instance: 10090 Type: Crystal  
Name: NDSPPR207 Description: Employee Deduction Report

**Run** **Update Process**

Run Control ID: 1  
Location: Server  
Server: PSNT  
Recurrence:

Hold Request  
Queue Request  
Cancel Request  
**Delete Request**  
Restart Request

**Date/Time** **Actions**

Request Created On: 10/15/2003 3:16:47PM CDT  
Run Anytime After: 10/15/2003 3:15:51PM CDT  
Began Process At: 10/15/2003 3:17:08PM CDT  
Ended Process At: 10/15/2003 3:17:37PM CDT

[Parameters](#) [Transfer](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK Cancel

Then click the report name below to view the report.

**PEOPLE Soft**

**Report/Log Viewer**

Instance: 10090 Type: Crystal  
Name: NDSPPR207 Run Cntl ID: 1  
Status: Success Submitted By: lberger  
Server: PSNT Recurrence:

**Employee Deduction Report**

Name	Size	CreationDate
<a href="#">Message Log</a>	0 bytes	Wed Oct 15 15:17:07 2003
<a href="#">NDSPPR207_10090.PDF</a>	115638 bytes	Wed Oct 15 15:17:09 2003

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

11/26/2003

**NDS Employee Deduction Report**

Page 2 1

Business Unit: 11000 Office of Mgmt & Budget

Department: 110110 Office of Management & Budget

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**Employee 1** 0420732

P10102	Dak PPO	488.70	P11102	DentalFLX	27.72	PIZ102	St A's	1.34
P20101	Basic	0.28	P4B108	PERSDC	115.00	P60101	FSA Med	27.75
P70104	NDPERS	250.34	S00731	YMCA Bismar	40.00	S00831	Miss St UW	10.00
S00901	Sec 125	4.24						

**Employee 2** 0520807

P10102	Dak PPO	488.70	P14102	VisionFLX	9.04	PIZ102	St A's	1.34
P20101	Basic	0.28	P25102	DEP Life 5	0.83	P2E101	FLXLIF	0.48
P4B104	Hartford	25.00	P60101	FSA Med	50.00	P70104	NDPERS	211.13
S00901	Sec 125	4.55						

**Employee 3** 0132328

P10102	Dak PPO	488.70	PIZ102	St A's	1.34	P20101	Basic	0.28
P4B103	Equitable	500.00	P60101	FSA Med	25.00	P70104	NDPERS	269.40
S00101	Flx AFLAC	70.64	S00901	Sec 125	7.32			

**Employee 4** 0265676

P10102	Dak PPO	488.70	PIZ102	St A's	1.34	P20101	Basic	0.28
P60101	FSA Med	15.00	P70104	NDPERS	259.28	S00831	Miss St UW	5.00
S00901	Sec 125	1.15						

**Employee 5** 0225970

P10102	Dak PPO	488.70	PIZ102	St A's	1.34	P20101	Basic	0.28
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